

Whose Fault?

An Editorial

FOR fifty years historians and archivists have been proclaiming that county records constitute the greatest heritage of historical source material we possess. Lawyers have been pointing out the importance of those records from the legal standpoint. Yet even in the most progressive states, county records continue to bake in uninsulated attics, to molder in dank basements, to furnish linings for rats' nests and kindling for court house furnaces. Local opposition—either a false pride of possession, jealousy against state interference in county affairs, or optimistic belief that the conditions are temporary—usually blocks the transfer of older records to the state archives department, even where the county officials themselves recommend such a deposit. Hardly a week goes by that one cannot read an article similar to the following, quoted from a January 1946 newspaper: “It appeared today that the _____ county court house is lighter by seven tons, while the county itself is \$99.61 richer by virtue of the sale of old records as scrap paper.”

There must be some reason why our efforts to preserve county archives must be counted a failure. Before condemning our county officials as being ignorant and indifferent, it is only fair to consider their answer to our charges. Most county officials today, it is probably safe to say, are conscientiously trying to take care of the records entrusted to their care, and point with pride to ingenious utilization of odd corners and crannies in their court houses salvaged for additional storage of records. Even where there are comparatively new buildings, however, county officials are unanimous in declaring that they are unable to take care of their records as well as they know how, because their vaults are always too small and inadequately equipped.

Not one of the hundreds of court houses which the writer has visited in person or studied in plans shows the slightest comprehension on the part either of the building committee or the architect, as to the significance of records in county administration. Record vaults in county court houses seem invariably planned as mere storage closets, to be tucked away into such space as is left over after providing for showy court rooms and county offices often otherwise thoughtfully planned. No attention is paid to the necessity for future expansion of filing space nor to vault dimensions suitable for the installation of up-to-date filing equipment.

Most pictures of county vaults which appear in archival publications show filthy storerooms with records strewn helter-skelter over the floor. That such storerooms exist cannot be denied. Here, however, is depicted what we believe to be a truer presentation of the problem of housing county records. These photographs, taken a year ago in an Illinois court house, are typical of conditions to be found all over the country. The circuit clerk in charge of this vault is an able, progressive official whose awareness of the value of the records in his custody is evidenced by the cleanliness and neatness of the vault and the orderly arrangement and proper labeling of the files. This man appreciates the fact that folding is destructive to paper and he is anxious to change to flat filing. But he is stymied in his plans because his vault is too high and too narrow to permit the use of the appropriate filing cabinets. The obsolete document files—significantly called by the equipment trade “county files”—are the only equipment which permits economical use of available space. A tall man can hardly stand upright on the narrow runway down the middle of the vault, built to facilitate reaching the upper rows of document files. Everyone who, perched precariously on a ladder, has reached for one of these “document files” only to have the tricky compressor at the back give way showering the records, if not also himself, on the floor, realizes that no county official is clinging to this outmoded system of filing because he likes it. As a matter of fact, at the time these photographs were taken, one clerk of this office was in the hospital recuperating from a broken leg sustained in a fall off this runway.

We archivists can better achieve our objectives if we abandon our critical attitude towards county officials and work sympathetically with them in presenting their vault requirements to the architects and county boards who are responsible for planning our court houses. State and federal records are largely by-products of administration, a large proportion of the records being of only temporary value and susceptible of being reduced in bulk by microphotography or even complete destruction after a period of years. Most county records, on the other hand, are “record records” or “true records” as they are variously called, records which should be preserved permanently in their original form. It is to the county official that everyone entrusts the proofs of his property and citizenship rights, and the fundamental function of the clerks of the county, probate and circuit courts and the county recorder, however those titles vary from state to state, is to act as county archivists. These men are the custodians of the records of births, marriages and naturalizations, of records relating to the safeguarding of the persons and property of minors, insane and other persons incapable of

protecting their own interests, the records of election of our officials, the wills and record of administration of estates, proofs of corporate rights, certificates of ownership of mortgage rights and of real estate—any number of records the loss of which would spell chaos to the community. Viewed in this light, record vaults are truly the heart of county government and deserve primary consideration in the planning of court houses. Architectural emphasis should be put upon building, not court houses, but rather “halls of records” as they are occasionally and most appropriately designated.

Questions and Answers

Question: Shall we bind our manuscript collections, such as our Governor's Correspondence; and if so, how?

Answer: Present day practice seems to favor leaving manuscripts unbound. The arguments advanced in favor of binding are that bound manuscripts are kept in order automatically; checking them in again after production for patron use is comparatively easy; a bound volume is easier to handle than unbound manuscripts; there is less of wear and tear upon fragile manuscripts, especially if mounted on guard sheets than from the shifting about and handling when in folders; and, that a bound volume gives greater protection against fire or water damage. On this last point the experience in the Albany fire of 1911 is often cited. Manuscripts mounted on paper with two-inch margins and bound were saved in almost perfect condition.

Bound volumes present certain disadvantages which would seem in most cases to outweigh the advantages. In the first place, the arrangement is inflexible, the addition of pertinent manuscripts which may come to light after binding being difficult if not impossible. The entire volume must be produced when one document only is asked for, adding to the wear and tear of all manuscripts in the volume and requiring a complete check of the whole volume each time to insure against pilfering. Several manuscripts in one volume cannot be exhibited simultaneously, unless the documents are removed from the volume. It is difficult to examine a manuscript critically—that is by such scientific aids as photography either plain or with infra-red and ultra violet rays, the microscope, etc.—when the document is in a bound volume. If the documents are mounted on hinges, there is danger of damage if the volume is carelessly closed. Binding is comparatively expensive. Binding of documents either directly or with guards is unsatisfactory because of variations in the sizes of paper. If bound directly the uneven margins (which of course should never be trimmed) will cause breaks on the edges. If the documents are mounted with hinges the binding will develop a bulge and warp.

If it is decided that the advantages of binding a collection overbalance the arguments against so doing, the recommended practice is to mount each sheet on paper giving at least a three-inch margin on the binding edge and at least two-inch margin on each of the other three edges, tipping the document to the sheet with a hinge made of rag bond paper or thin architect's linen. An ample dust flap should be attached to the three loose edges of the back cover.

Some Practical Suggestions Regarding Specifications for Rebinding Public Records

By ALBERT H. SCHNEIDER

Book Binder, Arcadia, California

IN DRAWING up a set of specifications for the guidance of public officers the writer realizes that there is much difference of opinion as to methods and materials.

There are several ways of repairing or rebinding record books. Every independent bookbinder has his pet theory or method regarding the proper way to restore records. Some of these methods are good while others are not at all suitable to the needs of public records.

Many of the trade binderies of today are not equipped to rebind record books properly. The great majority of our trade binderies deal almost entirely with library, legal or text bookbinding. They are highly mechanized and since so much of their work is done by machinery there have been few artisans trained in hand binding which is so essential in rebinding public records. In the matter of sewing many efforts have been made to find a method by which old records can be reseeded mechanically without much real success.

Public record books consist of two principal parts. These are the book itself which contains the valuable records and is of the utmost importance, and the binding which serves to house and protect the book.

While the binding should be well made of the best materials in order satisfactorily to protect the record contained within, it is of secondary importance. In many cases too much attention has been paid to the making of an attractive binding rather than to repairing and protecting the books which it contains.

The following specifications for rebinding and repairing record books are the result of over twenty years experience and observation.

Record books having broken threads require that the entire book be reseeded rather than have broken threads merely caught up. Thread, like everything else that goes into the manufacture of a record book, is made of organic material which is subject to deterioration. Where threads start to break in a record it is a good indication that

the thread is about worn out and should be completely replaced. This is one item that is too often neglected. The very best thread for this work is Hayes Irish Linen thread. For the average five hundred or six hundred page book this thread should not be lighter than 16/3.

There is an increasing tendency to sew old records books by cutting off the old sewing fold and then sewing perhaps ten or more sheets in a sewing machine—somewhat in the manner old library books are reseed. When this has been done it merely results in the perforation of the paper with disastrous results to the record in a few years, especially if it is one that receives a lot of use.

Sewing bands should be of the heavy woven cotton bands rather than other materials such as thin tapes, canvas strips or parchment.

Before resewing the center and back signature of the first and last sections should be reinforced by stripping with cambric or linen strips, using a good stripping paste and pressing between wax paper and chip or cardboard until dry. All signatures that are worn or torn at the sewing fold should be treated in the same manner. However, if a great many pages are loose, requiring much stripping, this method would produce a volume with a very thick back which would be undesirable. In such cases the book should have a new sewing fold rebuilt on all pages by one who knows such a process. Other alternatives would be to recopy or photograph the entire book.

All pages torn or broken by folds should be mended. Mending tissues, such as are used in mending library and text books, are not ordinarily satisfactory. Sticky adhesive acetate tapes should never be used on public records as many of these discolor the paper permanently and leave an oil residue which prevents ordinary mending methods later. There are some very satisfactory acetate mending mediums now on the market. The best of these are applied with heat and are colorless, easily removed and leave no discoloration.

The end papers or end sheets for indexes and other records that are used constantly should be of laminated cloth and paper. Hinges of end sheets should be made of eight ounce filled canvas rather than heavier or lighter materials. This end sheet should be sewed to the book through the waste sheet reinforced with a cloth strip.

After the end sheets have been sewed to the volume and stripped with muslin the book is cased.

In gluing the book the very best glycerine base flexible glue should be used. Such glue is made particularly for use in your climate. Insist on its use. If the proper flexible glue is used the volume will not snap and crack when opened. Too much cheap or improper glue has been used resulting in rapid deterioration of the volume.

The strapping for your record books should be either some soft leather such as goat splits, fleshers, sealskin, etc. These leathers should be soft and very flexible in order to adhere well and allow the book to open easily. Harsh materials, light cloth, heavy leather or canvas should not be used for this purpose.

The lug is formed by folding and pasting the upper waste sheet. This should be reinforced by inserting one or more pieces of press board or other heavy stiff paper to give it the proper strength. More heavy volumes break down to light weight lugs, or flaps than most any other cause.

The lids should be made of a good grade of binders board. For heavy Indexes etc. No. 5 is a good weight. For Deeds etc. No. 8 does very well. The lids should be split back far enough to allow the insertion of the lug or flap. Where the lug is not inserted into the lid the volume is denied much of the strength it needs at this point.

The backs or backbone should be made of several layers of press board or other hard paper board glued together with hard glue and pressed in a back mould until dry. Chip, straw or other soft porous board should not be used for backs at any time as they soon become soft.

The hubs on the backbone should be made of leather rather than softer cardboard for the same reason. They should also be of the low type now in use rather than the old style high, or extra hub, to obtain the maximum wear out of the binding material.

While there are some new synthetic materials that bear great promise in the binding field the old standbys, cowhide and canvas duck, are still reliable materials. Either No. 1 Red Russia cowhide or 10 to 12 ounce U. S. Army Duck are to be recommended as binding mediums. If cowhide is used the one-half or three-quarter binding, if sided with canvas or heavy book cloth, will wear fully as long and is much less expensive than full leather bindings especially if protected by a canvas cover or jacket.

All permanent public records should be protected by a canvas cover or jacket. These should be made of 10 or 12 ounce U. S. Army Duck, or equivalent, either white or colored. The white canvas will generally wear longest since dyeing usually weakens all fabrics to some degree. Canvas covers without the red leather corners will wear fully as long and cost considerably less.

Since public offices are primarily business institutions plain substantial records are to be desired. The best and most economical results are obtained by having permanent records inspected and repaired periodically rather than by neglecting them over great periods of time.

Standard for Permanent Record Photographic Microcopying Film (Gelatin—Silver Halide Emulsion Type)¹

THE exposed and processed film shall be of such a type that the quality of the image shall remain permanent under ordinary storage conditions. All film shall be of approved type of 16 mm or 35 mm size either perforated or unperforated as specified by the purchaser. Several manufacturers are making microcopying film to comply with this standard. Whenever practicable it is recommended that the approved types of film be used since it not only greatly reduces the number of expensive tests but also assures the user, with reasonable certainty, that film suitable for permanent records is being used. Permanent record type of microcopying film which has received the approval of the National Bureau of Standards may be identified by a solid triangle after the word "safety" in the edge marking of the film.

Detailed Requirements

Emulsion:

The emulsion or light sensitive coating shall be composed of silver-halide crystals of a size distribution entirely suitable for microcopying use, uniformly dispersed in a thin layer of high grade gelatine on one side of the film base. The white-light and spectral sensitivities shall be such that accurate and complete copies of the documents are obtained with the usual exposure and development technique.

Processing:

The film shall be developed with the usual organic developing agents such as "Metol," hydroquinone, glycin, etc., compounded to produce a silver image essentially black. Developers producing stained or colored images are not to be used. The films shall be fixed in the

¹ Printed, by permission, from the mimeographed bulletin issued by the National Bureau of Standards, September 14, 1943.

usual sodium thiosulphate fixing bath. Fixing baths containing ammonium thiosulphate shall not be used. No intensification or reduction of the developed image is permitted.

Hypo Content of Emulsion:

The hypo (sodium thiosulphate) content of the processed film shall not exceed 0.005 mg per square inch of film. The hypo content shall be determined by the method of Crabtree and Ross in the Journal of the Society of Motion Picture Engineers, Vol. 14, p. 419 (1930).² One square inch of film (1-5/8" of 16 mm of 3/4" of 35 mm film) is immersed in a shell vial 3/4 x 4" containing 10 ml of the following solutions:

Potassium bromide	25 grams
Mercuric chloride	25 grams
Water to make	1 liter

After the sample has remained in the above solution for 15 minutes the turbidity is compared with that of three similar shell vials containing the above solution, one with no hypo, one with 0.005 mg, and one with 0.010 mg hypo ($\text{Na}_2\text{S}_2\text{O}_3$). The comparison is made in a darkened room using a mercury lamp for illumination. The shell vials should rest on a black surface, the light entering from one side of the vials. The criterion is that the turbidity of the tested solution should not exceed that of the one having 0.005 mg of hypo.

Flexibility:

Flexibility is determined by means of a Pfund folding endurance tester used as described by Weber and Hill, National Bureau of Standards Miscellaneous Publication M158, obtainable from the Superintendent of Documents, Government Printing Office, Washington, D.C., price 5 cents.

Processed film, conditioned at 65% relative humidity, shall stand at least 16 single folds in the Pfund tester (19 mm between jaws) without breaking. Film aged 72 hours at 100°C and conditioned at 65% relative humidity shall not lose more than 25% in folding endurance of the original sample.

Film Base:

The film base shall be the slow burning cellulose-acetate type known

² In this article (p. 426) the sensitivity of the mercuric chloride test is given as 0.05 mg of hypo without stating the volume of solution or area or length of film. This value is obviously for 1 foot of film since with ordinary care 0.005 mg per frame of 35 mm film (1 square inch) is detectable.

as "safety" film. The thickness of the film base and emulsion shall be 0.0055 ± 0.0010 inch.

Relative Viscosity:

Four strips of processed film weighing 1.000 g. each are cut from the sample. Two of the strips are aged at 100°C for 72 hours. Each of the strips is dissolved in approximately 95 ml of reagent grade acetone in 100 ml volumetric flasks. Solution may be effected by repeated shakings for one to two hours or allowing it to stand over-night. After solution of the film base is completed and the emulsion has settled to the bottom, the flasks are immersed in a waterbath maintained at $30 \pm 0.05^{\circ}\text{C}$. When temperature equilibrium has been reached and the volume of the solution adjusted to 100 ml, a 5 ml portion is transferred to an Ostwald pipette immersed in the same constant-temperature bath. The time of flow of the solution through the capillary of the pipette is measured to at least one-fifth second. The time of flow is also measured for a 5 ml portion of the pure solvent. Not less than three readings should be made for each 5 ml portion. The relative viscosity is then calculated as the ratio of the time of flow of the solution to the time of flow of the solvent. Duplicate determinations shall be made on both the original and aged film sample and the duplicates should agree within five-tenths of a second. The change in relative viscosity caused by aging shall not exceed 5%.

pH Stability:

Four strips of processed film weighing 1.00 g. each are cut from the sample. Two of the strips are aged at 100°C for 72 hours. Each strip is placed in a 200 ml Erlenmeyer flask and dissolved in 100 ml of acetone-water solution containing 10 percent by volume of water. Solution may be effected by repeated shakings for one to two hours or allowing it to stand over-night. After solution of the film base is complete the pH of the solutions is measured with a glass electrode. The change in pH between the original and aged samples shall not exceed 0.5 pH unit. Duplicate determinations shall be made on both the original and aged film sample and the duplicate shall agree within 0.1 pH unit. Both the water and acetone shall be purified by distillation.

Nitrogen Content:

The film base shall not contain more than 0.15% nitrogen as cellulose nitrate. The determination for nitrogen shall be made as follows:

2.00 grams of film base, emulsion removed, are placed in an 800 ml Kjeldahl flask. Ninety ml of 30% sodium hydroxide and 10 ml of

ethyl alcohol are added. The sample is heated on the steam bath or over a low flame and 25 ml of 30% hydrogen peroxide are added slowly with agitation using a stirring rod or shaking the flask. When the first portion of hydrogen peroxide is boiled out, another 25 ml portion of hydrogen peroxide is added which is usually sufficient to dissolve completely the film base. The contents of the flask will now be about 200 ml.³

The solution is evaporated over a flame to about 75 ml volume to remove the last traces of ammonia, diluted to a total of 350 ml with distilled water, cooled, and immediately before connecting the flask to the Kjeldahl apparatus, 2.5 grams of DeVarda's alloy are added quickly.⁴ About 200 ml of distillate are collected in a 500 ml Erlenmeyer flask containing 50 ml of standard tenth-normal sulphuric acid.⁵ The excess acid is back titrated with tenth-normal sodium hydroxide using methyl red as indicator.

A blank determination is made on the reagents using the same quantities that are used in the actual determination. (The difference in the number of milliliters of hydroxide required for the blank and the sample, multiplied by 0.07, gives the percentage of nitrogen.)

³When evaporating the solution following the peroxide digestion, mechanical loss by entrainment may occur if the solution is boiled down too far. This will give low results.

⁴The total volume of the sample at the time of the addition of the DeVarda's alloy must be closely controlled. Too much or too little water added changes the alkali concentration so that the rate of reaction with the alloy and the corresponding reduction of the sodium nitrate present will be erratic.

⁵When distilling the sample after addition of the DeVarda's alloy, some alkali may be carried over into the standard acid by entrainment if the distillation is carried too far or is too vigorous. This will give high results.

The Change in Editorship of The American Archivist

THE April issue of THE AMERICAN ARCHIVIST announced the resignation of Professor Theodore C. Pease, its first editor, and the appointment of Miss Margaret C. Norton, Archivist, Illinois State Library, as his successor. The Society of American Archivists is deeply grateful to Professor Pease for his successful work in building prestige for its quarterly, to the University of Illinois for its substantial subsidy and to Mr. Charles W. Paape for his faithful work as assistant editor. Above all, the Society is proud that one of its founding members, a leader in the historical profession, but never himself a practicing archivist, has cared enough about our objectives to devote eight and a half years of unpaid labor to editing its journal.

The change in editorship not only gave the opportunity for but demanded a reappraisal of policy to determine to what extent THE AMERICAN ARCHIVIST is meeting the needs of the members of the Society of American Archivists. The Council, the Board of Editors and the Editor-elect have been studying this problem in the months since Professor Pease asked to be relieved. The suggestions submitted by individuals have been most helpful.

Using the analogy of library literature, it would seem that most of the contributors to THE AMERICAN ARCHIVIST are writing for a journal like the LIBRARY QUARTERLY which is a scholarly review devoted to detailed and serious discussion of broader aspects of library work. Most of the readers of THE AMERICAN ARCHIVIST, especially those from the smaller institutions, however, seem to be asking for a lively professional magazine similar in scope to LIBRARY JOURNAL which is given over to shorter and more informal treatments of library technique. Both aspects are needed in a profession which, like our own, is still in the formative stage. Whether both types of periodicals can be successfully combined in a journal of the restricted size of THE AMERICAN ARCHIVIST is an as yet unanswered question.

Certainly, however, there is need for a better reflection of the varied interests of the members of the Society. The Society of American Archivists comprises not only representatives of the larger archival establishments, but also those of state agencies which perforce combine the functions of the state historical agency and the state archives,

custodians of local records, manuscript curators in research libraries, archivists of various types of nongovernmental institutions, and some foreign members.

The Committee on Archival Research of which Mr. Carl L. Lokke is chairman, is now making aggressive efforts to get articles of a broader coverage. Specifically we are seeking shorter articles on a great variety of subjects, treated in a very practical manner. This new editorial policy will not be reflected immediately because articles now at hand or in progress have been prepared with the former editorial style in view.

Many of the topics which it would be profitable to discuss do not rate long articles. To facilitate the exchange of ideas as to methods, equipment and archival theories, a new section is being added, called, for want of a better title, the *Technical Section*. Short descriptions of technique, specifications for equipment illustrated with line drawings or photographs, questions and answers will be used. Particularly material is wanted which can be used for fillers between longer articles. This section will be conducted by a Technical Committee now being appointed. Mr. Gust Skordas of the Maryland Hall of Records has consented to edit material on equipment, boxing, filing and similar subjects. The names of other members of this committee will be announced later. Contributions should be addressed either to any member of the Technical Committee or to the managing editor.

The News Notes Section is one of the most popular features of the *American Archivist* and will be continued under the capable editorship of Mr. Karl L. Trever of the National Archives.

The Book Review Section continued under Mr. Richard G. Wood, also of the National Archives, is being revamped. In the future less space will be devoted to extended reviews of archival reports which archivists should read for themselves, and more attention given to books and articles in allied fields which it is easy to miss.

A new feature is being introduced in this issue, entitled *The Archivist's Bookshelf*. This will give brief descriptions of older books not previously reviewed in *THE AMERICAN ARCHIVIST*. Some will be selections of the best books particularly useful to archivists themselves, as books on maps (in this number); some will be classics such as Madan's *Books in Manuscript*; others, books to be recommended to patrons, such as the best books on filing or methods of doing genealogical research. Ideas as to the types of books and titles of specific volumes, also suggestions as to the persons best qualified to do these notes will be welcomed by Mr. Wood.

The abstracts of foreign archival periodicals will be resumed as soon

as practicable, through the cooperation of The National Archives. Contributions by and about colleagues in other countries will be sought by our news editor and the Committee on International Relations.

THE AMERICAN ARCHIVIST is not just another periodical to which archivists subscribe. It is a cooperative enterprise which depends for its success upon the contents contributed by individuals. It is a great mistake for any member of the Society of American Archivists to assume that his methods and equipment and his solutions to problems are not of interest to others. Specifically we would like philosophical summaries of the results of the frequent questionnaires circulated between institutions. Every archival department and historical agency has unique features. Won't you please tell the rest of us about them?

The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

BOOKS ON MAPS¹

Official Map Publications, by Walter Thiele. (Chicago. American Library Association, 1938. Processed. Pp. xvi, 356. \$4.75.)

The first part of the volume is an historical sketch of cartography. The second and distinctive part describes contemporary (1938) government maps and mapping services of the United States, Canada, Latin America, Great Britain, and Germany, and summarizes the official map publications of Austria, Hungary, Norway, and the Netherlands. Appendices totaling nearly fifty pages include both regional and subjective map classification outlines; lists of State maps and of maps produced by "public planning organizations" in the United States on the local, state, regional, and national levels; and a list of maps produced or sponsored by international organizations or cooperating governments.

Among other uses, this book can be referred to for the identification of maps in terms of the official agency producing them; and it can be used as an acquisition tool.

General Cartography, by Erwin Raisz. (New York. McGraw-Hill Book Co., 1938. Pp. x, 370. \$4.00.)

A general work of the textbook sort, this book deals with historical cartography, map construction, types of maps, and globes and models.

After discussing early manuscript maps, the renaissance of maps beginning around 1500, and the reformation of cartography in the eighteenth century, the author gives the history of American cartography from colonial times to the 1930's. 'Time charts' (tabular chronologies, abbreviated but informative) are included in the historical treatment. This part of the book would be useful in learning the history of maps and would get the larger part of the archivist's attention, although Part Five, "Official and Professional Maps," would not be passed over.

Foreign Maps, by Everett C. Olson and Agnes Whitmarsh. (New York. Harper and Brothers, 1944. Pp. xvii, 237. \$4.00.)

Archivists and librarians may sometimes need to identify and interpret foreign maps. Not only are problems of languages involved; there are also problems of symbolism, of measurements and scales, and of grid and index systems. *Foreign Maps* can help solve these problems.

¹Note might also be made of Lloyd A. Brown's *Notes on the Care and Cataloguing of Old Maps*, Windham Conn. Hawthorne House, 1940. Reviewed in THE AMERICAN ARCHIVIST Oct. 1941, vol. IV p. 283-284.

About one-third of the volume is devoted to language problems. Glossaries in 33 languages give terms found on maps, and a separate chapter gives linguistic information with reference to areas. Signs and symbols and grid systems are discussed in other chapters. There are 16 plates representing foreign maps and several comparative graphs of conventional symbols.

Down to Earth: Mapping for Everybody, by David Greenhood. (New York. Holiday House, 1944. Pp. x, 262. \$4.00.)

In words of the author, this "is a book for the amateur, designed to give him an understanding and appreciation of maps. . . ." No prior knowledge of cartography is needed to read this book, and reading it would enable the archivist to view any map with greater understanding.

The elements of cartography are explored in Part I, which ends with a chapter explaining map projections. Part II, entitled "Making Your Own," tells how to compile maps and how to make surveys. The third part of the book is concerned with forming a collection of maps and includes a list of map sources.

U.S. Department of Agriculture

DOROTHY W. BARTLETT

News Notes

KARL L. TREVOR, Editor

The National Archives
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LIBRARY OF CONGRESS

Among recent accessions to the Division of Manuscripts are 200 papers of Andrew Ellicott, 1784-1829; letters and notes pertaining to William Blake, 1804-1880; diary of Tobias Purrington of Maine, 1837-1841; 7 letter and account books of Lorenzo and José Margati, Philippine Islands and Boston merchants, 1845-1855, 1865-1887; diaries of James M. Hutchings, 1848-1855; journal of Robert Danby aboard the United States Steam Frigate *Mississippi*, 1852-1855; papers of James Petigru Boyce, 1854-1888, 1907; and papers of William E. Dodd (restricted). Additional papers of James McHenry, 1776-1814; the Shippen family, 1798-1855; A. A. Low and Brothers, 1842-1849; William Gregg, 1843-1872; John Fiske, 1867-1887; Mira Loyd Dock, 1899-1945; and Woodrow Wilson, 1914, (restricted) have also been received.

Miss Griffin's *Guide to Manuscripts Relating to American History in British Depositories Reproduced for the Division of Manuscripts* is now in press.

Pictorial Americana; a Select List of Photographic Negatives in the Prints and Photographs Division of the Library of Congress compiled by Milton Kaplan, is the title of a recent issuance of the Library of Congress. Indexed are over 750 negatives of American cities, scenes of battles, of eminent personages, presidential inaugurations, railroads, ships, and many other subjects. This list is published for the use of those who may wish to obtain copies of the prints described. It represents, of course, only a very small portion of the historical prints in the collections of the Library. The growth of the negatives file is assured, however, by the practice of systematically adding to it all photographic negatives of original material as they are made for the public or by the Library of Congress in the interest of the preservation of the collections.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE WASHINGTON, D.C.

The organization and arrangement of current records was the topic for discussion at the April meeting of the Conference. Participants on the panel included Maie A. Hardy, Social Security Board, Marion G. Nevitt, Agriculture Department, Esther A. Hoffman, American Red Cross, and Burton R. Kirby, State Department. Nona-Murray Lucke, Census Bureau, presided.

The April session of the Round Table on Case Studies of Records Management in Federal Agencies heard a discussion of the organization, management, and operation of records depositories by Everett O. Alldredge, Office Methods Branch, Navy Department. Sherrod E. East, Adjutant General's Office, War Department, supplemented Mr. Alldredge's remarks with comments on the records depots of the War Department.

AMERICAN LIBRARY ASSOCIATION

The Association's Committee on Archives and Libraries is now composed of Robert T. Hill, New York Public Library, chairman, Alta Grimm, Washington State Library, Eileene Stones, Burton Historical Collection (Detroit), Stanley Pargellis, Newberry Library (Chicago), and Louise Savage, Alderman Library, University of Virginia. The Committee was allotted a session on the program at the annual conference of the Association held at Buffalo in June. Details of the program were received too late to be noted in this issue.

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

The Washington Chapter of the Society held a roundtable discussion on March 21 of the demobilization and liquidation of wartime agencies with particular reference to their records. Much of the discussion was concerned with the records retirement plans and problems of the Selective Service System.

ALASKA

The biennial report of the Alaska Historical Library and Museum for 1943-1944 states that the "most imposing accession . . . for the biennium consisted of 235 volumes of customs files covering the years 1867-1914. These volumes contain more than 100,000 early letters, priceless in their value as Alaskan History source material. The records were received through the kindness of Mr. J. J. Connors and Mr. M. S. Whittier of the U. S. Customs Service . . . [who] guarded the records for many years."

COLORADO

Herbert O. Brayer, state archivist on leave, and director of the Western Range Cattle Industry Study, a Rockefeller Foundation Grant, sailed for England on April 26 for a year's research in Europe. While in Europe Mr. Brayer will also serve the Library of Congress as director of research in Western Americana.

DELAWARE

The Public Archives Commission has devoted much effort since the first of the year to the collection of as many records as are available from wartime agencies terminating their duties. All of the official records of the executive office of the State Council of Defense, those of the Emergency Medical Director, and those of the directors for the City of Wilmington and Sussex County. Some sector wardens have transferred their records, and many of

the files of the State War Finance Office have been received for permanent preservation.

KANSAS

The principal archival accession of the Kansas State Historical Society for the year ending October 16, 1945, was the Kansas Statistical Rolls for 1937 and 1938, consisting of 6,100 manuscript books. These statistics are compiled by assessors of the State Board of Agriculture. In the field of private manuscripts, the Society acquired 5 manuscript volumes and 100,288 individual manuscripts during the year. These included 51 documents, 1854-1870, received from the Shawnee County Commissioners relating to land transactions. The report also indicates that the archival holdings of the Society now consist of 28,820 manuscript volumes, 1,588,506 manuscripts, and 538 manuscript maps.

During March the Society acquired its now \$3,800 Recordak microfilm camera and Recordak Model C viewer. Funds for the purchase of this equipment were provided by the 1945 legislature. The first material to be filmed will be the Society's fine collection of Kansas newspapers, many of which are showing signs of wear because of age and use. Although the Society had previously not owned any microfilm of its own production, it did possess a number of interesting and valuable films, including the town records of Leavenworth and Topeka, filmed from the original documents in the Yale University Library, and more than a million names reproduced from the 1880 Federal census schedules.

Harold J. Henderson, formerly state supervisor of the Kansas Historical Records Survey, has joined the staff of the Kansas Historical Society.

MARYLAND

Among the more important records recently received at the Hall of Records are the probate papers of Baltimore County through the year 1788. The Hall of Records has announced the publication of a new volume prepared by Elizabeth Hartsook and Gust Skordas entitled *Land Office and Prerogative Court Records of Colonial Maryland*.

The Maryland Historical Society has acquired a number of interesting collections during the last quarter. Among these are deed and land papers, Baltimore and Prince Georges County, 1684-1853; King papers, including deeds and correspondence dealing with lands at Kingsville (Baltimore County), in Chester County, Pennsylvania, and in Mississippi; Rodgers papers, 1794-1914, including business papers and Civil War muster rolls; the register of the Trinity Episcopal Church, Baltimore, 1815-1836; letterbook, 1825-1839, and two account books, 1824-1864, of Thomas Ferguson, Baltimore merchant; and minute books of the Govanstown Academy, 1835-1855.

MICHIGAN

Word has been received that Lewis Beeson, acting superintendent of the Minnesota Historical Society, has been appointed secretary of the Michigan

Historical Commission to succeed G. N. Fuller, retired. Mr. Beeson will take up his duties with the Commission in July.

MINNESOTA

Richard R. Sackett has been appointed field director for the State Historical Society. This position was created by the legislature at its last session to provide a person to work with local historical societies and to supervise matters pertaining to historical sites.

MISSOURI

W. Francis English reports that Mrs. Nancy Cortelyou Prewitt has been appointed assistant director of the Western Historical Manuscripts Collection of the University of Missouri. Among the significant materials recently added to the Collection are the Ted Malone collection of war letters of service men and women; the papers of Ralph Lozier, congressman from Missouri, 1918-1935 (restricted); the papers of Dwight H. Brown, politician, journalist, and secretary of state for Missouri, 1933-1944; records of the Lexington, (Missouri), Turner Society, 1856 to recent date; and the papers of Allen McReynolds, member of the Missouri Constitutional Convention of 1943-1944. Additional papers of Herbert S. Hadley, covering the period 1912-1920, were also received. Hadley was governor of Missouri, 1909-1913, and floor leader for Theodore Roosevelt at the Chicago Republican Convention 1912.

NEW MEXICO

The editor notes with regret the death of Lansing B. Bloom, associate professor of history at the University of New Mexico, editor of the *New Mexico Historical Review*, and formerly assistant director of the School of American Research and Museum of New Mexico. Professor Bloom made trips to Mexico, Spain, and Italy where his work in the archives yielded many important documents pertaining to the history of the Southwest.

NEW YORK

Karl Hartzell has completed the task of culling and arranging for preservation the records of the New York State War Council and is now engaged in writing for publication by the State later in the year a popular history of home-front activities from 1940 to the recent termination of the Council. The book will be based on short-range study of Council records and personal consultations with the prominent leaders involved.

Representatives of 19 of the historical societies of New York State met at Albany on March 23 with Albert B. Corey, state historian, Carl Guthe, director of the State Museum, and Charles F. Gosnell, state librarian. Morning and afternoon sessions were devoted to discussing mutual aims and problems. A committee of six, with Dr. Corey as chairman, was appointed to formulate suggestions for the establishment of an informal central council to stimulate and direct activity in the individual societies. After considering the problems

involved, the committee will report at the annual meeting of the New York State Historical Society, to be held next September.

A three-day training institute for the local historians of New York State was held at Albany, during the first week of June, under the direction of Albert B. Corey, state historian. This gathering, largely a repetition of last year's successful series of meetings, came too late for reporting in this issue, but a fuller account is to be anticipated in October.

Paul W. Becker of Schenectady became acting assistant archivist in the Archives and History Division of the New York State Education Department on January 28, upon his release from the Army. He is filling the position of Howard W. Crocker, of Middleport, who is still on military leave.

The report of the New York Public Library for 1945, which appears in the April issue of its *Bulletin*, records noteworthy additions to that Library's manuscript resources. Its Arents Collection of material on tobacco acquired during the past year a number of presidential letters, mainly from Jefferson and Madison. It also acquired several autographs of royalty, the prize piece being an autograph letter signed by Queen Elizabeth. Its Berg Collection continued to acquire select groups of literary manuscripts and correspondence of noted authors, particularly English and American ones. The more detailed record of Manuscript Division accessions appearing in the May issue of that Library's *Bulletin* contains a description of one group of material of quasi archival character. This is an exchange of correspondence between President Harding and E. Mont. Reily, during the years 1919 and 1923. Of special interest are the letters from July 1921 to April 1923 relative to Puerto Rico during Reily's governorship of that island. There are about 115 items in the group.

Work is progressing at the New York Archdiocesan Archives, Saint Joseph's Seminary, Dunwoodie, Yonkers, New York, in the calendaring of the materials relating to the life and administration of John Hughes, First Archbishop of New York. This collection comprises the original materials from the files of the Archdiocese and an extensive accumulation of transcripts and photostats from European and other archives.

The New York Historical Society recently received as indicated in the January issue, a large collection of the business papers of Richard Irvin (not Irwin) and Company, commission merchants and investment brokers in New York City. The Society now reports that these manuscripts include 78 folio account books, 1848-1913, 72 letter-press letter books, 1865-1907, and boxes of orders, invoices, vouchers, bills of lading, and other papers. During the first semester of Professor Thomas C. Cochran's new course in business archives administration at New York University one student served as an intern at The New York Historical Society. Her particular laboratory work was surveying and arranging this collection of business records.

The Society has also added another important collection of papers to its already extensive holdings on James Duane. This latest acquisition, the bequest of William North Duane, augments the manuscript material already available on Duanesburgh and other land holdings in the Mohawk Valley, eastern New

York State and New York City, and supplements the James Duane papers and letters with letters to and from other members of the Duane family. James Duane's "Day Book, 1738-87" and his "Journals Chiefly respecting Duaneburgh and Minutes of attendance in Congress and of other business, 1765-89" (28 small vols. in 1) have been acquired through this bequest.

OHIO

Harlow Lindley, librarian of the Ohio State Archaeological and Historical Society, and ex-officio state archivist, reports recent acquisitions of archival material from the offices of the State Treasurer and the Adjutant General. The Society has also been authorized to acquire certain field records of the Cleveland Regional Office of the War Production Board, including records of the Salvage Department, Labor Production Department, Management Consultant Department, and Office of Civilian Requirements.

Since January 1, 1946, the Manuscript Department of the Ohio State Archaeological and Historical Society library has acquired a McKinley collection of 43 pieces; the Sexton collection of Civil War and early banking material in Ohio; a large collection of manuscripts and letters concerning old Ohio mills and canals; Ohio Governors' correspondence, 1814-21 and 1832-36; and a large collection of old manuscript maps from the Ohio Department of Public Works.

OREGON

The Oregon State Defense Council has transferred its administrative records to the Oregon State Archives. The files transferred include the records of the Administrator, the Civilian Protection Division and the Administrator's staff, 1941-1945, records of Civilian War Services, 1942-1944, and the Consumers' Interest Division, 1941-1943. An inventory of the early files of the Administrator for 1941-1942 and of all of the files of the Consumers' Interest Division and Civilian War Services has been completed, and the records are now open for use.

PENNSYLVANIA

Announcement has been made of the resumption of the publication of volumes in the *Inventory of the County Archives of Pennsylvania*. Sixteen volumes of a projected sixty-seven were published under the direction of the Pennsylvania Historical Records Survey of the Works Projects Administration. The present program contemplates the publication of the remaining volumes in the series under the auspices of the county governments of the Commonwealth. The forthcoming volumes will incorporate not only the resources of the Pennsylvania Historical Records Survey, but the results of new research, revised editorial work, and a careful re-examination of the subject matter incorporating the most recent legislation concerning Pennsylvania county government. The first two volumes to be made available deal with the records of Bradford County (No. 8) and Lehigh County (No. 39). Orders may be sent to the Archives Publishing Company of Pennsylvania, Inc., 410 Dauphin Building, Harrisburg, Pa. An average price of \$4.00 per hundred is expected.

WASHINGTON

Professors Herman J. Deutsch and Charles M. Gates are engaged in conducting a search for source materials relating to Washington history throughout the state and in out of state depositories.

WISCONSIN

Clifford Lord, formerly director of the New York Historical Association, has been appointed director of the Wisconsin State Historical Society to succeed Edward Alexander who resigned to become Educational Director for Colonial Williamsburg, Inc.

NOTES CONCERNING THE NATIONAL ARCHIVES—MAY 1946

Hitler's marriage certificate, private will, and last political testament, signed April 29, 1945, the day before he is believed to have died, have been received from the White House for permanent preservation and have been placed on display for an indefinite period in the Exhibition Hall of the National Archives. These documents, which the Federal Bureau of Investigation has examined and declared genuine, were captured by American Military Intelligence.

Among other records received recently by the National Archives are about 30,000 maps from the Office of the Chief of Engineers. Most of them are manuscript maps of surveys made throughout the United States by Army Engineers, 1800-1926. About a sixth of the maps relate to military affairs and the others to civil works. The Post Office Department has also transferred many of its older files, including records relating to the establishment of post offices and the appointment of postmasters, 1790-1930. Records of more recent date received include correspondence and maps of the American Battle Monuments Commission relating to military operations in France during World War I; central files of the Office of the Inspector General, War Department, 1917-34; and additional records of the Office of War Information, including sound recordings of broadcasts made by Franklin D. Roosevelt, 1942-45, and about 50,000 disks of sound recordings of broadcasts made by the Office of War Information to foreign countries, 1945.

Several more bodies of records in the custody of the archivist have been reproduced on microfilm and microcopies of them may now be ordered. They include records of the General Land Office, consisting of letters sent to Surveyors General and miscellaneous letters sent, 1790-1860; records of the Office of the Secretary of War, consisting of letters sent relating to military affairs and registers of letters received, 1800-1860; population schedules of the census of 1830 for Kentucky, Louisiana, South Carolina, and Virginia; records of the Wilkes Exploring Expedition, 1838-42; and records of the Southern Claims Commission, 1871-80.

The ninth and tenth annual reports of the archivist of the United States for the fiscal years 1942-43 and 1943-44, which were not published during the war, are now available in processed form. Another publication of the National Archives, now in press, is *Your Government's Records in the National Archives*.

It contains summary descriptions of the more than 200 groups of records into which the holdings of the National Archives have been divided. Copies of these publications may be obtained upon request from the Assistant Administrative Secretary of the National Archives.

THE FRANKLIN D. ROOSEVELT LIBRARY

The archivist of the United States has announced the opening of the search room of the Franklin D. Roosevelt Library at Hyde Park, New York. Manuscript material now available for use at the Library includes letters and documents relating to the business, legal, and domestic activities of the Roosevelt family, 1715-1928; papers relating to prominent Hudson Valley families in the seventeenth and eighteenth centuries; manuscripts on American naval history from the Revolution to World War I; and certain sections of Mr. Roosevelt's White House central files for the years 1933-41. The latter include correspondence, reports, and memoranda on the administration of Government agencies; correspondence on the enactment of legislation; letters from the public expressing opinions on matters of national controversy; and some correspondence on important events.

Also open to the public are official stenographic copies of Mr. Roosevelt's addresses as Governor and President; schedules of his daily appointments and trip itineraries; and papers relating to White House social functions. The Library's book and pamphlet collection consisting of general works, works on American naval history, and United States Government documents for the period of Mr. Roosevelt's administration, all White House press releases issued during his Presidency, and 85 volumes of newspaper clippings covering almost every phase of his public career are now available. Students and writers may also have access to Mr. Roosevelt's collection of some 6,000 photographs and to his large collection of naval paintings, art objects, family relics, and museum items.

On April 12 President Truman visited the Library on the occasion of his dedication of the Roosevelt home and grounds as a National Historic Site. Earlier on the same day, Mrs. Roosevelt accepted for the Library from representatives of the Common Council for American Unity a gift of 36 issues of American foreign-language newspapers containing reports of her husband's death.

The Library has also received a subject catalog, on cards, of 785 books from Mr. Roosevelt's library, compiled by him in 1921-22 during his convalescence from poliomyelitis. Written in Mr. Roosevelt's hand, the cards contain notations as to the purchase of the books and interesting bibliographical comments.

Mrs. Roosevelt has given the Library a body of correspondence and records dealing with White House social affairs for the period 1940-45, and manuscript material received from others includes the correspondence and other papers of the Library and Research Bureau of the Democratic National Committee, July 1932-May 1933, and the correspondence and records of Mrs. Roosevelt's Press Conference Association, 1942-45.

The Sixth Annual Report of the Archivist of the United States as to the

Franklin D. Roosevelt Library, 1944-45, has recently been published. It describes the part played by the late President in the establishment and development of the Library, summarizes the situation in regard to his personal papers, and discusses the tasks ahead for the Library. The fourth and fifth annual reports, which were not published during the war, are now being issued. Copies of these reports are available upon request from the Assistant Administrative Secretary of the National Archives, Washington 25, D.C.

Fred W. Shipman, Director of the Library, terminated his wartime appointment in Washington on January 7 and resumed his permanent station in Hyde Park.

PERSONNEL NOTES

The archivist of the United States has announced that the following have returned to the staff of the National Archives from military service or from war-service jobs in other agencies: Egbert R. Ferguson, Herman Friis, Welker W. Henderson, Albert H. Leisinger, William B. Rapley, and Vernon D. Tate. George H. Roach, of the staff of the Franklin D. Roosevelt Library, has also returned from military service and Charles S. Hall, on military leave from the Library since 1942, has resigned to accept a position at Marietta College.

OFFICE METHODS BRANCH, NAVY DEPARTMENT

Records management officers have now been designated in each Naval District and River Command to provide on the scene guidance and assistance on records management, correspondence management, and microfilming problems. Members of the Society of American Archivists will find that these officers, whose names and duty stations are given below, will have the most complete information available concerning naval records in the areas for which they are responsible.

The Districts, officers' names, and duty stations are as follows: First, Comdr. Harry W. Lawson, Boston, Massachusetts; Third, Robert A. Shiff, New York, N.Y.; Fourth, Lt. R. Galinsky, Philadelphia, Pennsylvania; Fifth, Mr. (formerly Captain) Levi Roberts, Norfolk, Virginia; Sixth, Mr. H. S. Moss, Charleston, South Carolina; Seventh, Mr. Bernard L. Michel, Miami, Florida; Eighth, Lt. Comdr. J. E. Rice, New Orleans, Louisiana; Ninth, Mr. (formerly Lt.) Joseph Schleich, Chicago, Illinois; Tenth, Lt. Comdr. M. R. Gorbea, San Juan, P.R.; Eleventh, Mr. William A. O'Neal, San Diego, California; Twelfth, Mrs. Marian Thompson (acting), San Francisco, California; Thirteenth, Mr. (formerly Lt. Comdr.) Loren G. Strawn, Seattle, Washington; Fourteenth, Mr. Manuel deMello, Pearl Harbor, T.H.; Fifteenth, Miss Dorothy Gray, Balboa, Canal Zone; Potomac River Naval Command, Lt. Edward A. Krueiski, Washington, D.C.; and Severn River Naval Command, Mr. O. E. Cherry, Annapolis, Maryland.

The district records management officers and the directors of the four naval records management centers met at the New Orleans center during the week of June 10, 1946, for the annual conference and training seminar conducted by Everett O. Allredge, chief of Field Program Planning, and Comdr. Herbert E. Angel, USNR, director of Office Methods.

John F. X. Britt, formerly analyst at the New York center and in the headquarters office in Washington, has been designated director of the records center in Philadelphia, succeeding Lt. Neisen R. Bank, USNR, who has returned to inactive duty. Dee Bramwell, recently a lieutenant commander in the Naval Reserve and formerly connected with the WPA Historical Records Survey, has been appointed assistant director of the Navy Department records center in Washington, D.C.

In the headquarters office of the Office Methods Branch, Arthur Barcan, formerly a Captain in the Army of the United States, has been appointed as records analyst. Clifford Johnson, records analyst, has been transferred from the branch to become records officer in the Executive Office of the Secretary of the Navy. Everett O. Alldredge and Charles A. Sterman, both lieutenants in the Naval Reserve, have returned to inactive duty but continue as civilians in their respective assignments, chief of Field Program Planning and Head of Current Records Management. Before going out of uniform, Lt. Alldredge was given a letter of commendation from the Secretary of the Navy and was awarded the Navy Commendation Ribbon for his accomplishments as founder and first officer in charge of the records centers at Philadelphia and Los Angeles.

